

**Wyndham Community and Education Centre  
Policy and Procedure**

| <b>Critical Incident and Emergency Management<br/>Policy and Procedure</b> |   |
|--|---|
| Responsible person   | CEO and Board, Principal and School Council     |
| Staff involved   | OH&S Team, all staff                            |
| Review dates   | Approved:-25 November 2024<br>Review Date: 2025 |

**IN AN EMERGENCY - Call “000” immediately**  
to report any incident threatening life or property

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# Wyndham Community and Education Centre

## Policy and Procedure

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### Policy context

Wyndham Community and Education Centre Inc. (**Wyndham CEC**) is committed to providing a safe environment for its employees, clients, students, volunteers, community members such as parents and guardians, Board of Governance (**Board**), School Council and users of programs and services.

Despite careful planning, policies, procedures, guidelines and systems in place, critical incidents may take place at Wyndham CEC or its school, Julia Gillard Community College (the **School**), requiring critical incident or emergency management procedures to be implemented.

This document outlines Wyndham CEC's and the School's policy and procedures for managing a critical incident, or an emergency, and includes:

- initial response;
- follow up;
- reporting; and
- review.

### Scope

This policy applies in all Wyndham CEC environments, including the school environments associated with the Julia Gillard Community College.

A critical incident or emergency may include (but is not limited to):

- Illness, death or serious injury of any person in the Wyndham CEC or the School community
- Criminal activity - assault, aggression, witnessing a serious accident or act of violence, child abuse
- Natural disaster e.g. earthquake, hailstorm, flood, bushfire, grassfire, severe weather event
- Social or behavioural issue such as drug or alcohol use or abuse, physical violence against a member of the School community or Wyndham CEC community
- Emergency evacuation of the building from fire, bomb threat, chemical hazard, explosion, spill
- Intruder
- Threat with a firearm or weapon
- Lockdown
- Lockout
- Shelter-in-place
- Offsite facility emergency
- Outbreak of disease or pandemic (see Epidemic & Pandemic Policy and Procedure)
- Any event with major impact that poses a threat to health, life, property, or the environment.

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### Purpose

The purpose of this policy is to:

- provide key information as well as a practical guide for all staff in the event of a critical incident or emergency
- ensure timely and effective responses are taken to address immediate client/student safety and wellbeing; the *School Duty of Care Policy* should be read in conjunction with this Policy
- ensure due diligence and responsibilities are met
- support the ongoing provision of high-quality services to clients and students
- ensure compulsory reporting of critical incidents occurs.

### Responsibilities

#### CEO

The CEO is responsible for:

- annual review of this policy
- receiving all incident reports from staff
- keeping all copies of Incident Reports relating to any incidents in a secure filing cabinet
- maintaining an ongoing Incident Register
- reporting all critical incidents to the Board of Governance of Wyndham CEC
- handling all media releases following a critical incident at Wyndham CEC
- within two weeks of the annual review of the Risk Plan, taking the following actions:
  - o supplying Wyndham CEC's details to any applicable formal register as identified during risk assessment, for example: Bushfire Register
  - o creating an Risk Management Action Plan for each identified risk
  - o revising the Evacuation/Relocation plans where necessary.

#### Board

Wyndham CEC has a risk assessment plan (Risk Plan) as part of its *Risk Identification & Management Policy & Procedure* which is reviewed annually with the Board. This Plan identifies potential threats or hazards which could lead to an emergency at Wyndham CEC, including the School, and the consequences that may be triggered through such an event.

#### Senior Management Team

Wyndham CEC's Senior Management Team includes Wyndham CEC's CEO, Director of Business Services (DoBS) and Director of Education (DoE). This team oversees the prevention and management of critical incidents or emergencies at Wyndham CEC.

The Principal, as the most senior staff member of the Julia Gillard Community College, oversees the day-to-day management of critical incidents or emergencies at

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the School site. The Principal must report any critical incidents to the School Council and the Board of Wyndham CEC.

The responsibilities of the Senior Management Team, including the Principal, include:

- no tolerance of child abuse and/or racism;
- risk assessment and annual planning with the Board/ School Council;
- analysis of risks/threats that could lead to an emergency situation and requirements or solutions to address them;
- development of Emergency Management Plan;
- completion of stages 2 and 3 of the Incident and Emergency Management Form and Action Plan following an incident and as required;
- liaison with relevant emergency services e.g. police, fire brigade, ambulance, community emergency services, hospital;
- access to important medical information of staff and students;
- 24-hour access to contact details of DoBS and the Principal for all relevant staff members needed in the event of a critical incident;
- sufficient practice evacuations across the organisation by the OH&S Team;
- pandemic responses;
- ensuring adequate staff training to minimise impact of a critical incident or emergency should one occur; and
- Principal works with Board and senior management to review annual Emergency Management Plan

### **School Council**

The School Council oversees an Emergency Management Plan (Plan) annually with the Principal and:

- distributes to School staff and emergency services; and

A de-identified version of the Plan is distributed outside of Wyndham CEC including to emergency services and DE.

The key reason for reporting incidents is not only to maintain important reports but also to learn from incidents and where possible to prevent their recurrence. Change will be implemented in the annually reviewed Plan to prevent similar events from happening where practicable.

The Plan identifies responsibilities, procedures and actions to help minimise the impact of an emergency and includes:

- emergency Contact Lists
- contact details for emergency services
- DE Regional and Central Office key contact numbers
- Wyndham CEC emergency key contact numbers
- a brief description of the facility(ies), including numbers of students, number of buildings & rooms, and number of staff
- list of students and staff with disabilities and/or special needs;

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- a *Risk Assessment Matrix* establishing the relative risks of the specific hazards and emergencies that may impact Wyndham CEC;
- a detailed Area Map of the 4 Synnot St site including the site's surrounding area and required routes for external evacuation sites;
- a detailed 4 Synnot St Site Plan including the site's surrounding area;
- response to specific hazards: Evacuation/Relocation Plans (Off-site Evacuations); and
- pandemic responses

### OH&S Team

The OH&S Team is responsible for:

- organising emergency evacuation practice drills during the first OH&S Team meeting or each year, and running these drills twice per term

### Incident response

In the event of a critical incident, every attempt will be made to respond appropriately and in a timely manner.

Responses may include (but are not limited to):

- response/ assistance to immediate needs of individual involved to ensure safety;
- re-establishing a safe environment following an incident;
- completing the incident and emergency management form and action plan (most senior person who was a witness or assist a student/client to complete form if not witnessed by a staff member);
- reporting to police where required (refer also to Child Safety Reporting Procedure);
- reporting directly to WorkSafe if required;
- communicating with parents/guardians about an incident (role of School principal or CSO);
- thorough investigation to assist in preventing similar incidents from re-occurring;
- debriefing employees, students, volunteers, members, Board or users as required. (Debriefing may need to be undertaken by someone external from the organisation); and /or
- implementing Working from Home Procedures.

If the main office is not contactable, or it is outside normal working hours, the DoBS should be contacted on **0408399106** and fully informed of the incident as soon as it is safe and practical to do so.

Backup contact information is also contained in each of Wyndham CEC's sign-in books, please refer to this information as needed.

Each Wyndham CEC site has an Incident Controller assigned as follows:

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- 4 Synnot Street, Werribee (the School) – Teresa Vizintin
- 106 Duncans Road, Werribee – Danni Mollica
- 20 Synnot Street, Werribee–Geraldine de Souza
- 12 Synnot Street, Werribee – Katherine Braithwaite
- Central Park CC, 80 Lonsdale Circuit, Hoppers Crossing – Monica Tuipea
- Shop 1085, Level One Corio Village, Purnell Road. Corio- Ruth Hill
- Steampacket House, Moorabool and Brougham Streets, Geelong- Ruth Hill

### Recordkeeping

#### Incident and Emergency Management Form and Action Plan

Wyndham CEC has implemented an Incident and Emergency Management Form and Action Plan to:

- keep a record of any critical incidents or emergency situations;
- help in planning of preventative recurrences; and
- ensure correct and timely follow-up is enacted.

The most senior witness to an incident, or the most senior staff member to whom it was reported (if no other witnesses), must complete all relevant parts of the Incident Report Form. Any alleged criminal acts, including responding to physical or sexual assault must be reported to the CEO of Wyndham CEC or Principal of the School immediately.

Wyndham CEC's Incident and Emergency Management Form and Action Plan consists of three stages, and should be completed as follows:

##### **Stage 1 – Incident & Emergency Management Report**

This part of the document will need to be completed as soon as practicable after the incident or emergency situation by a staff member involved and any witnesses where applicable.

Once stage 1 has been completed, the document will need to be referred to the Critical Incident Team

##### **Stage 2 - Incident & Emergency Management Action Plan**

This part of the document will need to be completed as soon as practicable after the incident by a member of the Critical Incident Team

##### **Stage 3 - Incident & Emergency Management Action Plan Follow-up**

This part of the document will need to be completed in conjunction with stage 2. A member of Critical Incident Team will need to revisit stage 3 as determined by the date in the section labelled *Date of next follow-up if item is not complete*.

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### Third Party Information

An Incident Report Form may include personal information from a third party to an incident. That is, someone who is not a Wyndham CEC client, College student, staff or volunteer. The person should be notified that the information is being collected by Wyndham CEC for the purpose of reporting and / or an improvement to the service.

### Incident Report Records Management

The CEO will keep all copies of Incident Reports relating to an incident in a secure filing cabinet. An ongoing *Incident Register* will also be maintained by the CEO. The Principal of the School should keep copies of School Incident Report Forms. Only a member of the senior management team has access to these hard copy and soft copy documents.

### Privacy

Wyndham CEC will respect the privacy of individuals who are involved in or who witness incidents, especially when dealing with reports which may contain personal details and sensitive information. See the *Privacy Policy & Procedure (Students/Clients)* and/or *Privacy Policy & Procedure (Staff/Volunteers)* for more information about privacy.

### Emergency Management Plan

The following will be displayed prominently:

- Emergency Contact Lists
- Contact details for emergency services
- DE Regional and Central Offices
- Key contact details for Wyndham CEC personnel

They will be displayed in the following locations (note the privacy version should be used for this purpose):

- 4 Synnot St administration area
- 4 Synnot St staff room

During the annual review of Wyndham CEC's Emergency Management Plan, the Principal will be consulted to update the *Children and Staff with Special Needs* list.

### Evaluation and Review of Critical and Emergency Management Incidents

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After a critical incident, a meeting of the senior management team will evaluate the Incident Report and / or the Emergency Management Form and Action Plan as applicable and the effectiveness of the follow up in each instance.

Any necessary actions or rectifications or modifications will be documented and allocated for action to the appropriate staff member / service unit.

Evaluation processes will incorporate feedback gathered from staff, students, and other stakeholders as appropriate.

### Procedures

#### **1. CRITICAL INCIDENTS**

In the event of a critical incident, a member of the senior management team of Wyndham CEC or the Principal of the School will ensure:

- the immediate safety of employees, students/clients, service users, members and visitors by checking sign in books to account for all those currently in a building / surrounds and by providing comfort if required and as appropriate
- the provision of first aid by contacting the First Aid Officer or one of the first aid trained staff listed in this document and on each site.
- emergency services are called as required
- family of those affected is contacted if required and when safe to do so
- debriefing for those affected by the incident is arranged or an opportunity provided to discuss issues relating to the incident
- implementing working from home procedures in the case of pandemic
- details of any accident are recorded in the accident reporting book and an ***Incident and Emergency Management Form and Action Plan*** is completed.

The records will be filed in the CEO's office and presented to the Board (as required). The Principal will retain records for the School.

- all 'notifiable' incidents are reported to WorkSafe Victoria on 132 360 and also in writing within 48 hours by facsimile to the Incident Notification Unit, Advisory Service, on Fax: 9641 1091 or by post to the Incident Notification Unit, Advisory Service, WorkSafe Victoria, 222 Exhibition Street, Melbourne 3000 or GPO Box 4306, Melbourne 3001. An Incident notification form can be downloaded from the website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

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- the site is not disturbed until a WorkSafe Inspector has given permission to do so
- a copy of the report is kept for 5 years
- a media spokesperson as outlined above is nominated
- a **Post-emergency record** is completed

### **2. SITE EVACUATION PROCEDURES**

#### **2.1 EVACUATION @ Julia Gillard Community College, 4 Synnot St, Werribee.**

When it is unsafe for students, clients and staff to remain onsite, the Incident Controller will take charge and inform the Principal and OH&S Team as required.

Due to the dynamic nature of staff at the 4 Synnot St site (including the operation of Julia Gillard Community College), Wyndham CEC encourages all staff to have knowledge of the warden role and the evacuation procedures. This is promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Julia Gillard Community College site at 4 Synnot St, Werribee are:

Incident Controller: Teresa Vizintin

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Anthony Barrera, Sam Boddeke, Teresa Vizintin, Yolande Berecz, David Copeland

**In the event of evacuation from the School @ 4 Synnot St, please note the following:**

- The Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the Principal on 0481 174 491 and OH&S Team on 9742 4013.
- Staff involved = all staff

**In the event of an emergency follow these steps**

**Warden to:**

- Sound the alarm throughout the building
- Delegate **one** staff member to:
  - ✓ Call the appropriate emergency service – “000” Fire / Ambulance / Police (maintain communication with emergency services as necessary)
  - ✓ all rooms are evacuated, including toilets
  - ✓ timetable, checklist and sign in book are taken out to evacuation point

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- ✓ all classes and staff are accounted for
- Direct everyone safely across the road
- Meet emergency services on arrival
- Complete **Post-emergency record** once safe to do so

**Upon hearing the alarm, follow these steps**

**First Aid Officer to:**

- Collect portable First Aid Kit from evacuation supplies drawer if safe to do so.

**Staff to:**

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Teachers take class roll
- Assist with evacuation of children if applicable

**Evacuation Routes:**

- Everyone to follow evacuation routes as per Evacuation Plan in each room.
- Assemble on the main Synnot Street side of Kelly Park near the bus stop if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- In the event that the evacuation assembly point is unsafe, the warden is to decide and direct staff, students/clients and visitors to a suitable safe location

**At Assembly Point:**

- Warden to liaise with emergency services.
- Staff member allocated the sign in books to check all staff and visitors to the Centre are accounted for, once check is completed report status to warden.
- Teaching staff to use their class roll to check that everyone is accounted for at the designated assembly area.
- Staff to report to warden that all students are accounted for.
- All people involved must wait in the designated assembly area until given the all clear by Emergency Services.

**Incident Controller:**

- When safe to do so and time permits, ring Wyndham CEC Head Office on **9742 4013** and the Principal on **0481 174 491**.
- If the Incident Controller is not present, the Warden should do this.

**Actions after evacuation**

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid

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- Determine if parents/ guardians need to be advised and prepare letter or phone if necessary
- Undertake an operational debrief with staff and senior management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

### 2.2 EVACUATION @ 106 DUNCANS RD, WERRIBEE

When it is unsafe for students and staff to remain onsite, the Incident Controller will take charge and inform the senior Management Team if necessary.

Due to the dynamic nature of staff at Wyndham CEC's 106 Duncans Rd site, Wyndham CEC encourages all staff to have knowledge of the warden roll and Wyndham CEC's evacuation procedures. Knowledge of Wyndham CEC's evacuation procedures is promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's 106 Duncans Rd site are:

Incident Controller: Danni Mollica

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Danni Mollica, Athena Georgiou, Kumudu Milan

**In the event of evacuation @ 106 Duncans Rd, please note the following:**

- Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.
- Staff involved = All Staff

**In the event of an emergency follow these steps**

**Warden to:**

- Sound the alarm throughout the building
- Delegate **one** staff member to ensure that:
  - ✓ the appropriate emergency service is called – “000” Fire, Ambulance, Police (maintain communication with emergency services as necessary)
  - ✓ all rooms are evacuated, including toilets
  - ✓ timetable, checklist and sign in book are taken out to evacuation point
  - ✓ all classes and staff are accounted for
- Meet emergency services on arrival
- Complete **Post-emergency record** once safe to do so

**Upon hearing the alarm, follow these steps**

**First Aid Officer to:**

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- Collect portable First Aid Kit from evacuation supplies cupboard if safe to do so.

### **Staff to:**

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Teachers take class roll
- Assist with evacuation of children if applicable

### **Evacuation Routes:**

- Everyone to follow evacuation routes as per Evacuation Plan in each room
- Assemble on the nature strip in front of the Motel adjacent at the point furthest from the building if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- In the event that the evacuation assembly point is unsafe, the warden is to decide and direct staff, students, clients and visitors to a suitable safe location

### **At Assembly Point:**

- Warden to liaise with emergency services
- Staff member allocated the sign in books to check all staff and visitors to the centre are accounted for, once check is complete report status to warden.
- Teaching staff to use their class roll to check that everyone is accounted for at the designated assembly area
- Staff to report to warden that all students are accounted for
- All people involved must wait in the designated assembly area until given the all clear by Emergency Services.

### **Incident Controller:**

- When safe to do so and when time permits, ring the Main Office on **9742 4013** and the DoBS on **0408399106**.
- If the Incident Controller is not present, the Warden should do this.

### **Actions after evacuation**

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid
- Determine if parents/ guardians need to be advised and prepare letter or phone if necessary
- Undertake an operational debrief with staff and senior management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

## **2.3 EVACUATION @ 20 SYNNOT ST, WERRIBEE**

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Staff make-up at Wyndham CEC's 20 Synnot Street, Werribee site is more consistent than Wyndham CEC's other sites. Knowledge of Wyndham CEC's evacuation procedures is still highly promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's 20 Synnot Street, site are:

Incident Controller: Geraldine de Souza

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Lesley Nallawalla, Katherine Braithwaite, Paul Rawlinson, Ngun Bor Chin, Hsar Pweh Moo Hsar, Jack Boddeke, Vittoria Longo, Kylie Harris, Asanthi Bope, Mariya Khwaja, Sarah Prismall, Sandra Rodriguez

**In the event of evacuation @ 20 Synnot Street, please note the following:**

- Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.
- Carpark controller is a staff member on the ground floor at the rear of the building
- Assembly point controller is a staff member on the ground floor at the rear of the building
- Front office controller is a staff member on the ground floor at the front of the building
- Level 1 controller is a staff member on the first floor of the building
- Staff involved = All Staff

**In the event of an emergency follow these steps**

**Warden to:**

- Sound the alarm throughout the building
- Collect 1 walkie talkie from dock
- Collect orange vest to wear (near sign in book)
- Wait at side entrance (Duncans Rd) for emergency services
- Redirect persons attempting to enter the building via side entrance
- Meet emergency services on arrival
- Communicate all clear to Kelly Park controller once all clear is given by emergency services
- Complete **Post-emergency record** once safe to do so

**Upon hearing the alarm, follow these steps**

**Carpark controller to:**

- Collect orange vest to wear (near sign in book)
- Delegate a staff member to check toilets and back offices (includes Senior Manager's offices, TSU offices, kitchen and conference room)
- Proceed to above ground car parking area at back of building
- Redirect traffic attempting entry into parking area

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# Wyndham Community and Education Centre

## Policy and Procedure

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### Assembly point controller to:

- Collect orange vest to wear (near sign in book)
- Collect staff and volunteer sign in books
- Collect Evacuation box (near sign in book)
- Collect a walkie talkie and proceed to Kelly Park
- at Kelly Park
  - assemble megaphone
  - check off staff, volunteer and visitor sign in books
  - communicate status of staff, volunteer and visitor sign in book check off to warden
- When given by the Warden, relay all clear to assembled staff, students/clients and visitors

### Front office controller to:

- Collect orange vest to wear (in reception area)
- Delegate a staff member to call emergency services
- Delegate a staff member to set front door to open
- Delegate a staff member to check front offices (includes interview rooms, hub area, CSU offices, Junubi Wyndham office, Projects Offices, Business Services Managers office, admin/reception and finance office)
- Delegate a staff member to take visitors sign in book to assembly point
- Proceed to front entrance outside building
- Redirect persons attempting to enter the building via front entrance

### Level 1 Controller

- Collect orange vest to wear (outside teacher's office)
- Delegate a staff member to check 1<sup>st</sup> floor (includes computer rooms, kitchen, classrooms, toilets, IT office, 1<sup>st</sup> floor Manager's office, function room, prayer room, Education Manager's office, Coordinators office and Teacher's office)
- Once 1<sup>st</sup> floor is clear proceed to evacuation assembly point

### Staff to:

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Assist with evacuation of children if applicable

### Evacuation Routes:

- Everyone to follow evacuation routes as per Evacuation Plan in each room.
- Assemble in Kelly Park if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- In the event that the evacuation assembly point is unsafe, the assembly point controller is to decide and direct staff, students, clients and visitors to a suitable safe location

### At Assembly Point:

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## **Wyndham Community and Education Centre Policy and Procedure**

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- Assembly point controller to check all staff/volunteers and visitors to the Centre are accounted for
- Teachers to check all students are accounted for
- Ground floor staff/volunteers and visitors to report to assembly controller for check off
- 1<sup>st</sup> floor staff to report to 1<sup>st</sup> floor controller for check off
- Assembly point controller to communicate status of staff, volunteer and visitor sign in book check off to warden via walkie talkie
- All persons involved must wait in the designated assembly area until given the all clear by Emergency Services

### **Incident Controller:**

- When safe to do so and when time permits, ring the DoBS on **0408399106** (if required).
- If the Incident Controller is not present, the Warden should do this.

### **Actions after evacuation**

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid
- Determine if parents/ guardians need to be advised and prepare communication if necessary
- Undertake an operational debrief with staff and senior management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

## **2.4 EVACUATION @ 12 SYNNOT ST, WERRIBEE**

Staff make-up at Wyndham CEC's 12 Synnot Street, Werribee site is consistent compared to Wyndham CEC's other sites. Knowledge of Wyndham CEC's evacuation procedures is still highly promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's 12 Synnot Street, site are:

Incident Controller: Katherine Braithwaite

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Lesley Nallawalla, Katherine Braithwaite, Say Htoo Eh Moero, Andrew Kok, Vittoria Longo

### **In the event of evacuation @ 12 Synnot Street, please note the following:**

- Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.

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## **Wyndham Community and Education Centre Policy and Procedure**

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- Assembly Point Controller is a staff member on the Ground Floor of the building
- Front Office Controller is a staff member on the Ground Floor of the building
- Level One Controller is a staff member on the first floor of the building
- Level Two Controller is a staff member on the second floor of the building
- Staff involved = All Staff

### **In the event of an emergency follow these steps**

#### **Warden to:**

- Sound the alarm throughout the building
- Collect orange vest to wear (near sign in books)
- Wait at front staff entrance for emergency services
- Meet emergency services on arrival
- Communicate all clear to Assembly Point controller once all clear is given by emergency services
- Complete **Post-emergency record** once safe to do so

### **Upon hearing the alarm, follow these steps**

#### **Assembly Point Controller to:**

- Collect orange vest to wear (near staff sign in book)
- Collect staff and volunteer sign in books
- at Assembly Point
  - assemble megaphone
  - check off staff, volunteer and visitor sign in books
  - communicate status of staff, volunteer and visitor sign in book check off to Warden
- When given by the Warden, relay all clear to assembled staff, clients and visitors

#### **Front Office Controller to:**

- Collect orange vest to wear (in reception area)
- Delegate a staff member to call emergency services
- Delegate staff members to set front visitor and staff doors to open
- Phone and delegate staff members (ideally from rear of building) to check Ground Floor offices (includes interview rooms, Projects office, JUNUBI Wyndham Manager's office, CSU office, JUNUBI Wyndham office, staff room and toilets)
- Proceed to front entrance outside building
- Redirect persons attempting to enter the building via front visitor and staff entrances

#### **Level One Controller**

- Collect orange vest to wear (near staircase)

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## **Wyndham Community and Education Centre Policy and Procedure**

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- Delegate a staff member to check First Floor (includes Senior Management office suite, IT Manager's office, HR/Finance office, meeting room, copier room, conference room, staff room and toilets)
- Once Level One is clear proceed to evacuation Assembly Point

### **Level Two Controller**

- Collect orange vest to wear (near staircase)
- Delegate a staff member to check Second Floor (includes kitchen and toilets)
- Once Level Two is clear proceed to evacuation Assembly Point

### **Staff to:**

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Assist with evacuation of children if applicable

### **Evacuation Routes:**

- Everyone to follow evacuation routes as per Evacuation Plan in each room.
- Assemble in Kelly Park if safe to do so
- If the evacuation assembly point is unsafe, the Assembly Point Controller is to decide and direct staff, students, clients and visitors to a suitable safe location

### **At Assembly Point:**

- Assembly Point Controller to check all staff/volunteers and visitors to the Centre are accounted for
- Ground Floor staff/volunteers and visitors to report to Assembly Controller for check off
- Level One staff to report to Level One Controller for check off
- Level Two staff to report to Level Two Controller for check off
- Assembly Point Controller to communicate status of staff, volunteer and visitor sign in books check off to warden
- All persons involved must wait in the designated assembly area until given the all clear by Emergency Services

### **Incident Controller:**

- When safe to do so and when time permits, ring the DoBS on **0408399106** (if required).
- If the Incident Controller is not present, the Warden should do this.

### **Actions after evacuation**

- Ensure staff, volunteers or visitors with medical needs are supported
- Determine if there is any specific information staff or others need to know such as places to avoid
- Undertake an operational debrief with staff and senior management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

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# Wyndham Community and Education Centre

## Policy and Procedure

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### 2.5 EVACUATION @ 80 Lonsdale Circuit, Hoppers Crossing

When it is unsafe for students, clients, community user groups and staff to remain onsite, the Incident Controller will take charge and inform the senior Management Team if necessary.

Due to the dynamic nature of staff at Wyndham CEC's 80 Lonsdale Circuit site, Wyndham CEC encourages all staff to have knowledge of the warden roll and Wyndham CEC's evacuation procedures. Knowledge of Wyndham CEC's evacuation procedures is promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's 80 Lonsdale Circuit site are:

Incident Controller: Monica Tuipe'a/ Susan Su

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Monica Tuipe'a

**In the event of evacuation @ 80 Lonsdale Circuit, please note the following:**

- Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.
- Staff involved = All Staff

**In the event of an emergency follow these steps**

**Warden to:**

- Sound the alarm throughout the building
- Delegate **one** staff member to ensure that:
  - ✓ the appropriate emergency service is called – “000” Fire, Ambulance, Police (maintain communication with emergency services as necessary)
  - ✓ all rooms are evacuated including activity, training, meeting and staff areas and toilets
  - ✓ timetable, checklist and sign in book are taken out to evacuation point
  - ✓ all clients, students, community users and staff are accounted for
- Meet emergency services on arrival
- Complete **Post-emergency record** once safe to do so

**Upon hearing the alarm, follow these steps**

**First Aid Officer to:**

- Collect portable First Aid Kit from evacuation supplies cupboard if safe to do so.

**Staff to:**

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem

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## **Wyndham Community and Education Centre Policy and Procedure**

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- Teachers take class roll
- Assist with evacuation of children if applicable

### **Evacuation Routes:**

- Everyone to follow evacuation routes as per Evacuation Plan in each room
- Assemble to the park outside activity rooms 1, 2 and 3 at the point furthest from the building if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- If the evacuation assembly point is unsafe, the warden is to decide and direct staff, students, clients and visitors to a suitable safe location

### **At Assembly Point:**

- Warden to liaise with emergency services
- Staff member allocated the staff sign in book to check all staff are accounted for
- Teaching staff to use their class roll to check that everyone is accounted for at the designated assembly area
- Staff in charge of Micro Business program to check clients are accounted for at the designated assembly
- Staff to check with room hirers that all their participants are accounted for and report to warden.
- All people involved must wait in the designated assembly area until given the all clear by Emergency Services.

### **Incident Controller:**

- When safe to do so and when time permits, ring the Main Office on **9742 4013** and the DoBS on **0408399106**.
- If the Incident Controller is not present, the Warden should do this.

### **Actions after evacuation**

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information staff, students or room hirers need to know such as places to avoid
- Undertake an operational debrief with staff and senior management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

## **2.6 EVACUATION @ STEAMPACKET HOUSE, GEELONG**

When it is unsafe for students and staff to remain onsite, the Incident Controller will take charge and inform the senior Management Team if necessary.

Due to the dynamic nature of staff at Wyndham CEC's Steampacket House site, Wyndham CEC encourages all staff to have knowledge of the warden role and

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Wyndham CEC's evacuation procedures. This is promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's Steampacket House site are:

Incident Controller: Maricon Embanecido

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Ruth Hill, Maricon Embanecido, Annette Connors

**In the event of evacuation @ Steampacket House, please note the following:**

- The Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.
- Staff involved = All Staff

**In the event of an emergency follow these steps**

**Warden to:**

- Sound the alarm throughout the building
- Delegate **one** staff member to:
  - ✓ Call the appropriate emergency service – “000” Fire / Ambulance / Police (maintain communication with emergency services as necessary)
  - ✓ all rooms are evacuated, including toilets
  - ✓ timetable, checklist and sign in book are taken out to evacuation point
  - ✓ all classes and staff are accounted for
- Meet emergency services on arrival
- Complete **Post-emergency record** once safe to do so

**Upon hearing the alarm, follow these steps**

**First Aid Officer to:**

- Collect portable First Aid Kit from evacuation supplies drawer if safe to do so.

**Staff to:**

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Teachers take class roll
- Assist with evacuation of children (if applicable)

**Evacuation Routes:**

- Everyone to follow evacuation routes as per Evacuation Plan in each room.
- Assemble in the Steampacket House car park on the Esplanade side if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- In the event that the evacuation assembly point is unsafe, the warden is to decide and direct staff, students, clients and visitors to a suitable safe location

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# Wyndham Community and Education Centre

## Policy and Procedure

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### At Assembly Point:

- Warden to liaise with emergency services
- Staff member allocated the sign in books to check all staff and visitors to the Centre are accounted for
- Teaching staff to use their class roll to check that everyone is accounted for at the designated assembly area
- Staff to report to warden that all students are accounted for
- All people involved must wait in the designated assembly area until given the all clear by Emergency Services.

### Incident Controller:

- When safe to do so and time permits, ring the Main Office on **9742 4013** and the DoBS on **0408399106**.
- If the Incident Controller is not present, the Warden should do this.

### Actions after evacuation

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid
- Undertake an operational debrief with staff and incident management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

## 2.7 EVACUATION @ CORIO SITE

When it is unsafe for students and staff to remain onsite, the Incident Controller will take charge and inform the senior Management Team if necessary.

Due to the dynamic nature of staff at Wyndham CEC's Corio sites, Wyndham CEC encourages all staff to have knowledge of the warden role and Wyndham CEC's evacuation procedures. This is promoted through regular staff PD where staff members practice as a warden during an evacuation practice drill.

**Key persons** at Wyndham CEC's Corio sites are:

Incident Controller: Ruth Hill

Warden: Staff member who finds/ identifies the emergency

First Aid Officers: Ruth Hill, Annette Connors,

**In the event of evacuation @ Corio sites, please note the following:**

- The Warden is the staff member who finds/ identifies the danger
- The Incident Controller informs the senior Management Team if necessary.

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# Wyndham Community and Education Centre

## Policy and Procedure

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- Staff involved = All Staff

### In the event of an emergency follow these steps

#### Warden to:

- Sound the alarm throughout the building
- Delegate **one** staff member to:
  - ✓ Call the appropriate emergency service – “000” Fire / Ambulance / Police (maintain communication with emergency services as necessary)
  - ✓ all rooms are evacuated, including toilets
  - ✓ timetable, checklist and sign in book are taken out to evacuation point
  - ✓ all classes and staff are accounted for
- Direct everyone safely across the road
- Meet emergency services on arrival
- Complete **Post-emergency record** once safe to do so

### Upon hearing the alarm, follow these steps

#### First Aid Officer to:

- Collect portable First Aid Kit from evacuation supplies drawer if safe to do so.

#### Staff to:

- Ensure all people under their responsibility are evacuated in an orderly manner
- Assist any person with a mobility problem
- Teachers take class roll
- Assist with evacuation of children (if applicable)

#### Evacuation Routes:

- Everyone to follow evacuation routes as per Evacuation Plan in each room.
- Assemble in the site car park at the point furthest from the building if safe to do so
  - Students should line up in their respective classes to help facilitate identification
- In the event that the evacuation assembly point is unsafe, the warden is to decide and direct staff, students, clients and visitors to a suitable safe location

#### At Assembly Point:

- Warden to liaise with emergency services
- Staff member allocated the sign in books to check all staff and visitors to the Centre are accounted for
- Teaching staff to use their class roll to check that everyone is accounted for at the designated assembly area
- Staff to report to warden that all students are accounted for
- All people involved must wait in the designated assembly area until given the all clear by Emergency Services.

#### Incident Controller:

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## **Wyndham Community and Education Centre Policy and Procedure**

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- When safe to do so and time permits, ring the Main Office on **9742 4013** and the DoBS on **0408399106**.
- If the Incident Controller is not present, the Warden should do this.

### **Actions after evacuation**

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid
- Undertake an operational debrief with staff and incident management team to identify any procedural changes required
- Complete a Post-emergency record

**Note:** All Staff will receive training in this procedure.

## **2.8 EXTERNAL SITES**

Wyndham CEC staff delivering programs and services at external sites should follow the evacuation procedures of the specific site.

Staff should ensure they are suitably inducted at each external site they work at including familiarising themselves with the site evacuation procedures.

After the evacuation, when safe to do so and time permits, the staff member should report the evacuation to the Main Office on **9742 4013** and the DoBS on **0408399106**.

The staff member should also take the following actions, as required:

- Ensure students or staff with medical needs are supported
- Determine if there is any specific information students, staff or others need to know such as places to avoid
- Undertake an operational debrief with staff and incident management team to identify any procedural changes required
- Complete a post-emergency record

## **2.9 EVACUATION/LOCKDOWN PRACTICE DRILLS**

Not all emergency situations will require evacuation from premises. Some situations, such as the threat of a violent person or a police operation in the vicinity, may require the organisation/ premises to go into lockdown. This means that Wyndham CEC staff

- lock all doors and windows and where possible,
- remove people from view.

Evacuation and lockdown practices will be scheduled routinely throughout the year.

### **4 Synnot Street – Julia Gillard Community College**

Due to the dynamic nature of staff, clients and visitors at Wyndham CEC's School at the 4 Synnot St, Werribee site, evacuation/lockdown practice drills are run on a regular

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## **Wyndham Community and Education Centre Policy and Procedure**

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basis. Wyndham CEC's OH&S Team will carefully plan each practice drill so that as many staff members and clients as possible are involved in a practice drill.

The OH&S Team will ensure that:

- ✓ Practice drills are performed twice per term
- ✓ Practice drills are performed on varying days and at varying times

### **Running an Emergency Practice Drill (Evacuation)**

- Inform the Principal that a practice drill is about to occur, in the absence of the Principal, the most senior staff member onsite at the School should be informed
- Phone Security Internet Solutions (Control Room) on 1300 88 33 30
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Press the fire symbol
- Turn off alarm when evacuation completed
- Above points do not apply when using the megaphone

OH&S Team members complete an **Emergency Practice Evacuation 'observer' record** which contains important information including:

- ✓ Time and date practice evacuation is performed
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that may need to be improved in future practice evacuations

### **Running an Emergency Practice Drill (Lockdown)**

- Inform the Principal that a practice drill is about to occur, in the absence of the Principal, the most senior staff member onsite is to be informed
- Alert other staff members via internal telephone system that lockdown has been initiated
- Ensure your area is secure by locking any lockable doors, closing windows, drawing blinds and instructing others to stay away from doors and windows
- During lockdown, the responsible staff member in a room should be aware of other staff or students that may have been outside of the room when the lockdown was initiated. In this situation the person/s should be permitted entry if it is safe to do so

OH&S Team members complete an **Emergency Practice Lockdown 'observer' record** which contains important information including:

- ✓ Time and date practice lockdown is performed
- ✓ Time taken for practice lockdown to be performed
- ✓ Any problems staff or clients encountered during the practice

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✓ Areas that may need to be improved in future practices

- A different staff member will be assigned the warden role on each practice drill
- Feedback on a practice drill is immediate while the experience is still fresh for participating staff members
- Feedback is documented and sent to all staff so that they are aware of areas for improvement

As part of Wyndham CEC's commitment to continuous improvement, follow-up is an important step after a practice drill. Following a practice drill, the OH&S Team member will complete a practice evacuation action plan.

The completed action plan will be tabled at the next scheduled Wyndham CEC OH&S Team meeting for discussion on improvement to future practice drill performance.

### **Wayaperri House – 106 Duncans Rd, Werribee**

Due to the dynamic nature of staff, clients and visitors at Wyndham CEC's 106 Duncans Rd site, evacuation practice drills are run on a regular basis. Wyndham CEC's OH&S Team will carefully plan each evacuation practice drill so that as many staff members and clients as possible are involved in a practice drill.

The OH&S Team will ensure that:

- ✓ Practice evacuation drills are performed twice per term
- ✓ Practice evacuation drills are performed on varying days and at varying times

Wyndham CEC recognises that all staff need to be prepared for a real-life emergency evacuation and therefore practice evacuation sessions are to be held twice a term.

### **Running an Emergency Practice Drill (Evacuation)**

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Phone Security Network Australia on 9731 1666 (Council managed only Wayaperri)
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Activate the security alarm
- Turn off alarm when evacuation has completed
- Above points do not apply when using the megaphone

OH&S Team members will complete an **Emergency Practice Evacuation 'observer' record** which contains important information including:

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## Wyndham Community and Education Centre Policy and Procedure

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- ✓ Time and date of practice evacuation
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that need improvement

- A different staff member will be assigned the warden role on each practice evacuation drill
- Feedback on a practice drill is immediate while the experience is still fresh for participating staff members
- Feedback is documented and sent to all staff so that they are aware of any areas for improvement

As part of Wyndham CEC's commitment to continuous improvement follow-up is an important step after an evacuation practice drill, OH&S Team members will complete a practice evacuation action plan.

The completed action plan will be tabled at the next scheduled Wyndham CEC OH&S Team meeting for discussion on improvement to future practice evacuation drill performance.

### **20 Synnot Street**

Wyndham CEC's OH&S Team will carefully plan each evacuation practice drill so that as many staff members and clients as possible are involved in it.

The OH&S Team will ensure that:

- ✓ Practice evacuation drills are to be performed twice per term
- ✓ Practice evacuation drills are to be performed on varying days and at varying times throughout the year

### **Running an Emergency Practice Evacuation**

- Phone Security Internet Solutions (Control Room) on 1300 88 33 30
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Multiple Services to initiate fire alarm
- Above points do not apply when using the megaphone

OH&S Team members will complete an **Emergency Practice Evacuation 'observer' record** which contains important information including:

- ✓ Time and date of practice evacuation

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## **Wyndham Community and Education Centre Policy and Procedure**

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- ✓ Name of warden and all staff allocated to a controller role
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that need improvement

### **12 Synnot Street**

Wyndham CEC's OH&S Team will carefully plan each evacuation practice drill so that as many staff members and clients as possible are involved in it.

The OH&S Team will ensure that:

- ✓ Practice evacuation drills are to be performed twice per term
- ✓ Practice evacuation drills are to be performed on varying days and at varying times throughout the year

### **Running an Emergency Practice Evacuation**

- Phone  
The House of Technologies (Eddy Ivanovic) on 0425849450 or 87424426
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Multiple Services to initiate fire alarm
- Above points do not apply when using the megaphone

OH&S Team members will complete an **Emergency Practice Evacuation 'observer' record** which contains important information including:

- ✓ Time and date of practice evacuation
- ✓ Name of warden and all staff allocated to a controller role
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that need improvement

### **Central Park Community Centre – 80 Lonsdale Circuit, Hoppers Crossing**

Due to the dynamic nature of staff, students, clients, room hirers and visitors at Wyndham CEC's 80 Lonsdale Circuit site, evacuation practice drills are run on a regular basis. Wyndham CEC's OH&S Team will carefully plan each evacuation practice drill so that as many staff members, clients and user groups as possible are involved in a practice drill.

The OH&S Team will ensure that:

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## Wyndham Community and Education Centre Policy and Procedure

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- ✓ Practice evacuation drills are performed twice per term
- ✓ Practice evacuation drills are performed on varying days and at varying times

Wyndham CEC recognises that all staff need to be prepared for a real-life emergency evacuation and therefore practice evacuation sessions are to be held twice a term.

### Running an Emergency Practice Drill (Evacuation)

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- As two other tenants share the same building, a megaphone will be used to sound the alarm in the community centre foyer and along the activity rooms corridor
- User groups in the activity rooms can evacuate through the external doors and gate to the assembly point or the internal main corridor, whichever route is quicker and safer
- Users in the training room can evacuate through the external door or through the foyer door, whichever route is quicker and safer
- Users in the meeting room and staff room can evacuate through the foyer door, if safe to do so. Otherwise use a route through one of the activity rooms or training room, whichever route is quicker and safer.

OH&S Team members will complete an **Emergency Practice Evacuation ‘observer’ record** which contains important information including:

- ✓ Time and date of practice evacuation
  - ✓ Time taken for practice evacuation to be performed
  - ✓ Any problems staff or clients encountered during the practice evacuation
  - ✓ Areas that need improvement
- 
- A different staff member will be assigned the warden role on each practice evacuation drill
  - Feedback on a practice drill is immediate while the experience is still fresh for participating staff members
  - Feedback is documented and sent to all staff so that they are aware of any areas for improvement

As part of Wyndham CEC’s commitment to continuous improvement follow-up is an important step after an evacuation practice drill, OH&S Team members will complete a practice evacuation action plan.

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## **Wyndham Community and Education Centre Policy and Procedure**

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The completed action plan will be tabled at the next scheduled Wyndham CEC OH&S Team meeting for discussion on improvement to future practice evacuation drill performance.

### **Steampacket House,**

Due to the dynamic nature of staff, clients and visitors at Wyndham CEC's Steampacket House site, evacuation/lockdown practice drills are run on a regular basis. Wyndham CEC's OH&S Team will carefully plan each practice drill so that as many staff members and clients as possible are involved in a practice drill.

The OH&S Team will ensure that:

- ✓ Practice drills are performed twice per term
- ✓ Practice drills are performed on varying days and at varying times

### **Running an Emergency Practice Drill (Evacuation)**

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Phone Security Internet Solutions (Control Room) on 1300 88 33 30
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Press the fire symbol
- Turn off alarm when evacuation completed
- Above points do not apply when using the megaphone

OH&S Team members complete an **Emergency Practice Evacuation 'observer' record** which contains important information including:

- ✓ Time and date practice evacuation is performed
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that may need to be improved in future practice evacuations

### **Running an Emergency Practice Drill (Lockdown)**

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Alert other staff members via internal telephone system that lockdown has been initiated
- Ensure your area is secure by locking any lockable doors, closing windows, drawing blinds and instructing others to stay away from doors and windows
- During lockdown, the responsible staff member in a room should be aware of other staff or students that may have been outside of the room when the

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lockdown was initiated. In this situation the person/s should be permitted entry if it is safe to do so

OH&S Team members complete an **Emergency Practice Lockdown ‘observer’ record** which contains important information including:

- ✓ Time and date practice lockdown is performed
  - ✓ Time taken for practice lockdown to be performed
  - ✓ Any problems staff or clients encountered during the practice
  - ✓ Areas that may need to be improved in future practices
- 
- A different staff member will be assigned the warden role on each practice drill
  - Feedback on a practice drill is immediate while the experience is still fresh for participating staff members
- 
- Feedback is documented and sent to all staff so that they are aware of areas for improvement

As part of Wyndham CEC’s commitment to continuous improvement, follow-up is an important step after a practice drill. Following a practice drill, the OH&S Team member will complete a practice evacuation action plan.

The completed action plan will be tabled at the next scheduled Wyndham CEC OH&S Team meeting for discussion on improvement to future practice drill performance.

### **Corio Site**

Due to the dynamic nature of staff, clients and visitors at Wyndham CEC’s Corio site, evacuation/lockdown practice drills are run on a regular basis. Wyndham CEC’s OH&S Team will carefully plan each practice drill so that as many staff members and clients as possible are involved in a practice drill.

The OH&S Team will ensure that:

- ✓ Practice drills are performed twice per term
- ✓ Practice drills are performed on varying days and at varying times

### **Running an Emergency Practice Drill (Evacuation)**

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Phone Security Internet Solutions (Control Room) on 1300 88 33 30.
- Give the name of the Centre
- Explain that we are having an emergency evacuation drill
- Give the timeframe for the evacuation
- Press the fire symbol

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## **Wyndham Community and Education Centre Policy and Procedure**

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- Turn off alarm when evacuation completed
- Above points do not apply when using the megaphone

OH&S Team members complete an **Emergency Practice Evacuation ‘observer’ record** which contains important information including:

- ✓ Time and date practice evacuation is performed
- ✓ Time taken for practice evacuation to be performed
- ✓ Any problems staff or clients encountered during the practice evacuation
- ✓ Areas that may need to be improved in future practice evacuations

### **Running an Emergency Practice Drill (Lockdown)**

- Call the main office to inform the Business Services Manager that a practice drill is about to occur, in the absence of the Business Services Manager a senior staff member of Business Services is to be informed
- Alert other staff members via internal telephone system that lockdown has been initiated
- Ensure your area is secure by locking any lockable doors, closing windows, drawing blinds and instructing others to stay away from doors and windows
- During lockdown, the responsible staff member in a room should be aware of other staff or students that may have been outside of the room when the lockdown was initiated. In this situation the person/s should be permitted entry if it is safe to do so

OH&S Team members complete an **Emergency Practice Lockdown ‘observer’ record** which contains important information including:

- ✓ Time and date practice lockdown is performed
  - ✓ Time taken for practice lockdown to be performed
  - ✓ Any problems staff or clients encountered during the practice
  - ✓ Areas that may need to be improved in future practices
- 
- A different staff member will be assigned the warden role on each practice drill
  - Feedback on a practice drill is immediate while the experience is still fresh for participating staff members
  - Feedback is documented and sent to all staff so that they are aware of areas for improvement

As part of Wyndham CEC’s commitment to continuous improvement, follow-up is an important step after a practice drill. Following a practice drill, the OH&S Team member will complete a practice evacuation action plan.

The completed action plan will be tabled at the next scheduled Wyndham CEC OH&S Team meeting for discussion on improvement to future practice drill performance.

### **External sites**

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## **Wyndham Community and Education Centre Policy and Procedure**

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Wyndham CEC staff delivering programs and services at external sites will participate in the evacuation and lockdown practices specific to that site.

### **3. FIRE**

In the event of fire, follow these steps and the evacuation procedure for the specific site.

- Phone “000” for emergency services and seek/ follow advice
- activate the site alarm system
- If appropriate, follow the procedure for evacuation of the site
- Report the outbreak of fire to the Incident Controller (by site) who will convene the Incident Management Team if necessary
- Extinguish the fire (only if safe to do so)
- Evacuate the room/s, to the site assembly point as labelled on the Evacuation Diagram, closing all doors and windows
- Check that all areas have been cleared and notify the warden/ Incident Controller
- Check students, staff, clients and visitors are accounted for as per evacuation procedure by site
- Report to the DoBS on **0408399106** and ring head office on **9742 4013** (if offsite)
- Contact parents as required

### **4. BUSHFIRE/GRASS FIRE**

In the event of bushfire or grassfire, follow these steps and the evacuation procedure for the specific site if required.

- Phone “000” for emergency services and seek/ follow advice
- Identify which buildings need to be evacuated in the case of a fire
- Report the emergency to the Incident Controller (by site) who will convene the Incident Management Team if necessary
- Determine appropriate action e.g. shelter-in-place or evacuation
- If evacuation is required and time permits before you leave, close all doors and windows and turn off power and gas
- Check that all students, staff, clients and visitors are accounted for as per evacuation procedure
- Check for bushfire/weather warnings and advice on local radio or TV or website
- Ensure staff/students/ clients do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees
- Report to DoBS on **0408399106** and head office on **9742 4013** (if offsite)
- Direct all Media enquiries to CEO

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- Contact parents as required

### 5. LOCKDOWNS

The following lockdown procedures are to be used when an external and immediate danger is identified and it is determined that staff, students and clients should be secure inside the building for their own safety.

- Incident Controller activates the Incident Management Team
- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors
- Advise Victoria Police and other appropriate emergency service agencies
- Check that all external doors are locked
- If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out
- Advise Head Office on **9742 4013** (if at other site) or the DoBS on **0408399106**
- Ensure a telephone line is kept free
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If possible, have a delegated staff member wait at the main entry of the site building to guide Emergency Services personnel.
- Ascertain (as possible) if all students, staff and visitors are accounted for via class rolls and sign-in-books
- Record some details of actions undertaken and times taken
- Await de-activation advice from emergency services personnel (if appropriate)
- De-activate lockdown using predetermined de-activation signal

#### Actions after lockdown

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown
- Determine if there is any specific information staff, students and visitors need to know (e.g. areas of the facility to avoid or parent reunification process)
- Ensure any students, staff or visitors with medical or other needs are supported
- Print and issue pre-prepared parent letters and give these to students under-18 to take home
- Advise the Principal and Head Office that the lockdown is over
- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.
- Complete **Post-emergency record**

### 6. LOCKOUTS

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## **Wyndham Community and Education Centre Policy and Procedure**

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The following lockdown procedure is to be used when an internal immediate danger is identified and it is determined that staff, students and clients should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team
- Announce lockdown with instructions about what is required. Instructions may include nominating staff to:
  - ✓ lock doors to prevent entry
  - ✓ check the premises for anyone left inside
  - ✓ obtain Emergency Kit
  - ✓ Contact emergency services
  - ✓ Go to the designated assembly area
  - ✓ Check that students, staff and visitors are all accounted for

### **Actions after lockdown**

- Determine if there is any specific information staff, students, clients or visitors need to know (e.g. areas of the facility to avoid or parent reunification process)
- Ensure any students, staff or visitors with medical or other needs are supported
- Print and issue pre-prepared parent letters and give these to under-18 students to take home
- Advise the Principal and Head Office that the lockdown is over
- Follow up with any students, staff or visitors who need support.
- Prepare and maintain records and documentation
- Undertake operational debrief to review the lockdown and procedural changes that may be required
- Complete **Post-emergency record**

## **7. SHELTER-IN-PLACE**

The following Shelter-in-place procedure will be considered when an event takes place outside of Wyndham CEC and emergency services determine the safest course of action is to keep staff, students and clients inside a designated building until the external event is handled.

If a shelter-in-place action is determined:

- Incident Controller activates the Incident Management Team
- Move all students, staff, clients and visitors to the shelter-in-place area
- Obtain emergency kit
- Notify parents of students under-18 if the shelter-in-place is going to extend beyond the academic day
- Advise the DoBS on 0408399106 and Head Office on 9742 4013 (if required)
- Complete Post-emergency record when able to

## **8. SEVERE WEATHER/STORMS AND FLOODING**

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In the event of severe weather or flooding, follow these steps.

- Store or secure loose items external to the building, such as outdoor furniture
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows
- During a severe storm, remain in the building and keep away from windows
- Restrict the use of telephone landlines to emergency calls only
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm
- Report to the Incident Controller or Chief Warden regarding the status of safety of any students including those under-18, staff, clients and visitors
- Report to the DoBS on **0408399106** and Head Office on **9742 4013** (if required)
- Direct all media enquiries to the CEO
- Complete Post-emergency record when able to

### 9. PANDEMIC

To ensure preparedness, the Critical Incident Team is to complete the **Influenza Pandemic Actions** document by the end of April of each calendar year.

In the event of a lockdown due to a pandemic, implement a pandemic risk assessment and COVID Safe plan for each venue before staff can return to the workplace.

In the event of a pandemic, follow these steps.

- Ensure basic hygiene measures are in place
- Provide convenient access to water and soap
- Educate staff, students and clients about covering their cough to prevent the spread of germs (use translated information where possible and as relevant)
- Stay alert and follow the instructions of the Department of Health, local government and/ or DFFH or DE
- If a pandemic is declared follow all Health Directions
- Direct all media enquiries to CEO
- Be prepared for multiple waves and to work from home
- Follow Victorian State Government directives and/or Department of Health Directions
- Implement mask wearing and social distancing as required
- Follow advice about vaccination

For more information regarding pandemics, refer to the *Epidemic and Pandemic Policy & Procedure* and the *COVID-19 vaccination (Staff and Volunteers) Policy & Procedure*

### 10. BOMB/CHEMICAL THREAT

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## **Wyndham Community and Education Centre Policy and Procedure**

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In the event of a bomb, chemical or biological threat, follow these steps.

- If a bomb/chemical threat is received by telephone:
  - ✓ **stay calm**
  - ✓ **do not** hang up
  - ✓ refer to the bomb threat checklist under or next to telephone
- If a bomb/chemical threat is received by mail:
  - ✓ avoid handling of the letter or envelope
  - ✓ place the letter in a clear bag or sleeve
  - ✓ inform the Police immediately
- If a bomb/chemical threat is received electronically or through Wyndham CEC's website:
  - ✓ do not delete the message
  - ✓ contact police immediately
- Ensure doors are left open
- Do not touch any suspicious objects found
- If a suspicious object is found or if a threat is specifically identified in a given area, then evacuation may need to be considered

**In the event of evacuation, follow the evacuation procedures per site**

### **11. MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)**

In the event of a major external spill, follow these steps.

- Notify the Incident Controller
- Call the Fire Brigade by dialling "000"
- Turn off gas supply if safe to do so
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and Key contacts page)
- Evacuate staff, students, clients and visitors to evacuation assembly points (see above site evacuation details)
- Check staff, students and visitors are accounted for by following evacuation procedures for specific site
- Report to the DoBS on **0408399106** and Head Office on **9742 4013** (if required)
- Direct all Media enquiries to the CEO
- Await 'all clear' or further advice before resuming normal activities

### **12. INTERNAL EMISSION/SPILL (e.g. chemical spill in cleaner's storeroom)**

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## **Wyndham Community and Education Centre Policy and Procedure**

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In the event of an internal spill, follow these steps.

- Move staff/students/clients away from the spill to a safe area
- If safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and OHS Procedure.
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage
- Notify WorkSafe Victoria if required (refer to Notifiable Incidents to WorkSafe Flowchart)
- Report to the DoBS on **0408399106**

### **13. EARTHQUAKE**

In the event of earthquake, follow these steps.

- Don't panic

#### **If outside**

Instruct staff and students to:

- Stay outside and move away from buildings, streetlights and utility wires
- DROP, COVER and HOLD
  - ✓ DROP to the ground
  - ✓ Take COVER by covering your head and neck with their arms and hands
  - ✓ HOLD on until the shaking stops

#### **If inside**

Instruct staff and students to:

- Move away from windows, heavy objects, shelves etc
- DROP, COVER and HOLD
  - ✓ DROP to the ground
  - ✓ Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms
  - ✓ HOLD on until the shaking stops

#### **After the earthquake**

- Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse
- Arrange medical assistance where required
- Help others if you can
- Report the status of staff, student, client and visitor safety to the Incident Controller
- Tune in to ABC radio if you can and follow any emergency instructions

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## Wyndham Community and Education Centre Policy and Procedure

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- If property is damaged and it is OK to do so, take notes and photographs for insurance purposes

### 14. MEDICAL EMERGENCY

In the event of a medical emergency, follow these steps and enact the *Accident & First Aid Policy & Procedure*.

- Check for any threatening situation and remove or control it (if safe to do so)
- Remain with the casualty and provide appropriate support
- Notify First Aid Officer
- Notify the ambulance by dialling “000” if required
- Follow the First Aid Policy and Procedure

### 15. INTRUDER/PERSONAL THREAT

In the event of an intruder or personal threat within a Wyndham CEC site or at an external site, follow these steps.

- Notify the site Incident Controller, if possible
- Notify the police by dialling “000” and requesting assistance
- Do not do or say anything to the person to encourage irrational behaviour
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants
- Determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so
- Report to the DoBS on **0408399106** as soon as possible and safe to do so

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### Related documents

**Legislation:** Occupational Health & Safety Act 2004 (Vic), Biosecurity Act 2015 (Cth), Education and Training Reform Act 2006 (Vic), Emergency Management Act 1986 (Vic), Charter of Human Rights and Responsibilities 2006 (Vic), Health Records Act 2001 (Vic), Disability Act 2006 (Vic), Children, Youth and Families Act 2005 (Vic), Privacy Act 1988 (Cth), Child Wellbeing & Safety Act 2005 (Vic), Worker Screening Act 2020 (Vic).

**Policies:** Risk Identification and Management Policy & Procedure, Occupational Health and Safety Policy & Procedure, Accident and First Aid Policy & Procedure, Health Policy and Procedure, Cyberbullying Policy & Procedure, School Student Online Safety Policy and Procedure, Harassment, Discrimination, Victimisation and Bullying Policy & Procedure, School Bullying Prevention Policy and Procedure, School Duty of Care Policy & Procedure, Child Safety and Wellbeing Policy & Procedure, Excursions Policy & Procedure, Privacy Policy & Procedure (Students/Clients), Privacy Policy & Procedure (Staff/Volunteers), Record

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Management and Record Keeping Policy & Procedure, School Record Management Policy and Procedure, Epidemic & Pandemic Policy and Procedure, Working from Home during a Pandemic Policy & Procedure, COVID-19 Vaccination (Staff and Volunteers Policy & Procedure).

**Other:** School Emergency Management Plan, OHS Inspection Checklist, Incident and Emergency Management Form and Action Plan, Risk Management Plan, Emergency Bushfire At-Risk Register, Guide to incident notification from WorkSafe website - [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au), Bomb/Chemical threat checklist, Emergency Practice Evacuation 'observer' record, Emergency Practice Lockdown 'observer' record, Post-emergency Record, Influenza Pandemic Actions, OHS Structure Charts – OHS Teams, SETS Critical Incident Reporting Guidelines for Service Providers.

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